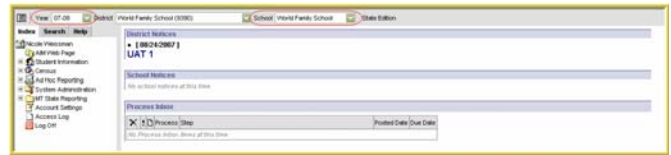**ACHIEVEMENT IN MONTANA**

Quick Reference Guide

PROGRAM PARTICIPATION – DIRECT ENTRY

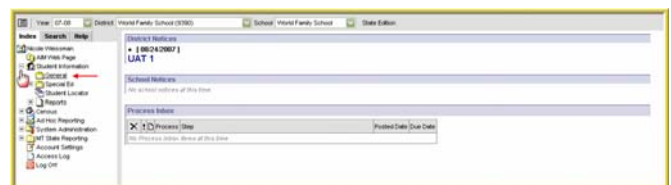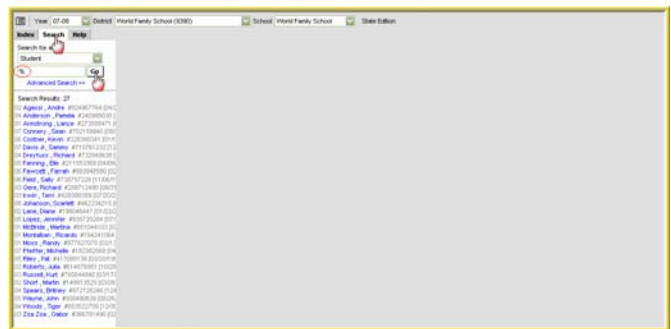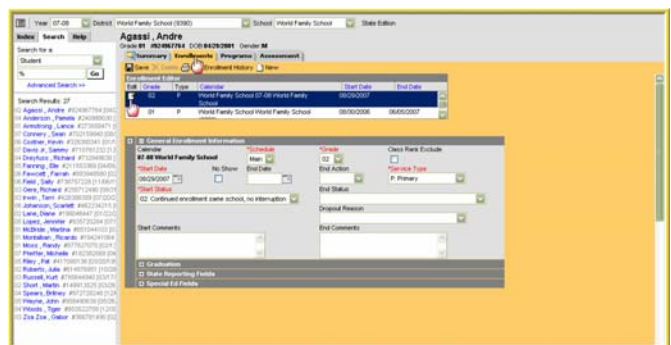| *ENTERING PROGRAM PARTICIPATION DATA*	
Once the 07-08 enrollments have been completed, enter the Program Participation information for all students. Select the 07-08 *Year* and a *School* from the **Campus Toolbar**.	
From the **Index**, expand the **Student Information** outline by clicking on the plus (+) sign. Select **General**.	
If the **Search** page does not automatically open, click *Search*. Type in the name of a student (for a specific search) or type a percentage (%) symbol in the search box. Click **Go**.	
Select the **Enrollments** tab. Open the student's 07-08 enrollment record by clicking on the **Edit** notepad icon.	

PROGRAM PARTICIPATION – DIRECT ENTRY

ENTERING PROGRAM PARTICIPATION DATA

Expand the **State Reporting Fields** window by clicking on the plus (+) sign. Enter the *Title I Program* and **Other Program Participation** information for the student.	
Expand the **Special Ed Fields** window by clicking on the plus (+) sign. Enter the *Special Ed Status* for the student. Click **Save**.	

PROGRAM PARTICIPATION DATA ELEMENTS

Program Participation information is linked to a student's enrollment record. Program Participation information is entered at the beginning of the school year and updated as the information changes. Final changes should be made during the CRT test window collection.

The information contained in this Quick Reference Guide is a summary of the data in the AIM Data Dictionary. Please see that document for full reference to the data element listed.

TITLE I PROGRAM INFORMATION

DATA ELEMENT	VALIDATION	DEFINITION
Title I	If the student is participating in a Title I program, or the school is designated as a School-Wide Title I, check box.	Shows the student's participation in a Title I program or the school's participation in a School-Wide Title I program.
Title I Program Type	A Program Type must be selected if Title I is checked.	Designates the type of Title I program the student, or school, participates in.
Title I Instructional Services	If Title I is checked, the student must have at least one Instructional Service or Support Service checked.	Indicates the type of Title I Instructional Service the student receives **or** the type of Title I Instructional Services the school provides with Title I funds.
Title I Support Services	If Title I is checked, the student must have at least one Instructional Service or Support Service checked.	Indicates the type of Title I Instructional Service the student receives **or** the type of Title I Instructional Services the school provides with Title I funds.

If a student's Title I Participation changes end the student's current enrollment record and create a new one.

OTHER PROGRAM PARTICIPATION INFORMATION

DATA ELEMENT	VALIDATION	DEFINITION
Free/Reduced Meal		The student's eligibility for free/reduced lunch. Once a student is determined eligible at any point in the school year, they are considered eligible for the entire school year.
Section 504		A plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra curricular activities.

PROGRAM PARTICIPATION – DIRECT ENTRY

DATA ELEMENT	VALIDATION	DEFINITION
LEP Status	If LEP Status is indicated for a student, Date Entered LEP and Language of Impact must be indicated. Title III may also be indicated if the school is participating.	A student whose native language is not English or the environmental language impacts a student's English proficiency and the student has been identified as Limited English Proficient (LEP) by a school district.
Date Entered LEP	Must be entered if the student has an LEP Status.	Date the student was assessed or evaluated and determined to be Limited English Proficient.
Language of Impact	Required if student has an LEP Status.	The language that impacts a student's English proficiency.
Title III	Cannot be checked unless a student is identified as 01: Current LEP.	A grant program that assists school in delivering services to Limited English Proficient students.
Immigrant	If Immigrant is checked, Date Immigrant Entered US School is required.	A student not born in the US who has not attended a US school for at least three full academic years.
Date Immigrant Entered US School	Required if Immigrant is checked.	The first date of attendance in a US school for an immigrant student.
21st Century Participant	If a student participates at any time during the year this box should be checked.	A grant program to provide academic enrichment opportunities for children, particularly in high-poverty and low-performing schools.
Foreign Exchange		A student that maintains residency and citizenship in a foreign country and is a student qualified to pursue a full course of study in the US.
Gifted/Talented		Children of outstanding abilities who are capable of high performance and require differentiated educational programs beyond those normally offered in public schools.
Homeless	If Homeless is checked Homeless Night Time Residence, McKinney-Vento and Unaccompanied Youth must be indicated.	A homeless student is a student that lacks a fixed, regular, and adequate night time residence according to the McKinney-Vento Act.
Homeless Night Time Residence	A Homeless Night Time Residence must be indicated for any student identified as Homeless.	The type of night time residence for homeless students.

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PROGRAM PARTICIPATION – DIRECT ENTRY

McKinney-Vento	Cannot be checked unless a student is marked as Homeless.	A federal grant that assists school districts in meeting the requirements of equal access to the educational and other services of the school system
Unaccompanied Youth	Cannot be checked unless a student is marked as Homeless.	Refers to a youth not in the custody of a parent or guardian.
SPECIAL EDUCATION FIELDS		
DATA ELEMENT	**VALIDATION**	**DEFINITION**
Special Ed Status		A student having an individualized Education Program (IEP) and is receiving services.